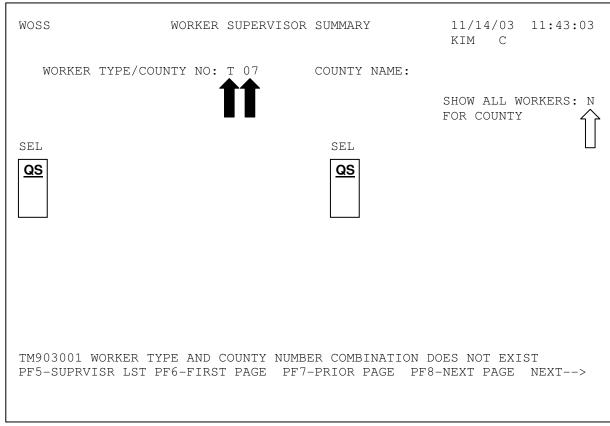
TEAMS Screen Guide WOSS · 1500-S.10

WOSS – Worker Supervisor Summary

This screen is used to display the workers who are under another person's supervision for the county. Note: It is blank upon entry, until the mandatory fields are entered.



Solid arrow = Mandatory field. Open arrow = Optional Field. QS = Quick Select field.

Mandatory Fields ([F1] indicates Online Help is available.)

WORKER TYPE/COUNTY NO

In order to display information on WOSS, a worker type code (T for OPA staff, J for WoRC staff) and a county number must be entered.

Optional Fields

SHOW ALL WORKERS FOR COUNTY

A Y is entered in this field, to display all supervisors with his or her workers for the county.

Display Fields

COUNTY NAME

TEAMS will bring in the county name after a valid WORKER TYPE/COUNTY NO is entered on WOSS.

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COUNTY DIRECTOR

The County Director's worker type, number, and name displays, if a valid T/County Number is initially entered in the WORKER TYPE/COUNTY NO field. (Note: this field will disappear once a supervisor is selected. At that point, the supervisor's information will appear in this top section instead.)

SUPERVISOR NUMBER/NAME

This is a listing of all the supervisors who are managed by the County Director indicated in the top section of WOSS. The Supervisors' worker types, numbers, and names are listed. (Note: this field will only be visible on the original listing of supervisors on WOSS – i.e. when the County Director information is displayed in the top section.)

SUPERVISOR

The Supervisor's worker type, number, and name displays in the **top section** of the screen, if a supervisor was selected using the SEL field on the original listing of supervisors. This is to indicate this person supervises all the workers listed below.

WORKER NUMBER/NAME

The person's worker type, number, and name displays, if a supervisor was selected from the SEL field on the original listing of supervisors. This heading is also displayed if Y is entered in the SHOW ALL WORKERS FOR COUNTY field.

Quick Select Field on WOSS

SEL

This field is used to access the listing of all the workers of the selected Supervisor.

Navigation Fields and Fkeys

NEXT>	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS menu that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F5	The F5 key accesses the original listing of supervisors on WOSS.
F6	If more than one page of information is available for a worker type/county number, and the user is viewing any screen other than the first, pressing F6 returns to the first WOSS screen.
F7	If more than one page of information is available for a worker type/county number, pressing F7 pages back.
F8	If more than one page of information is available for a worker type/county number, pressing F8 pages forward.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen.

Tips on WOSS

- > WOSS displays an error if a county number that has no physical office is entered.
- Only the workers for the entered county will display, not necessarily all staff that the person supervises (if s/he supervises staff in more than one county).

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- > The fields that display on WOSS depend on how WOSS is accessed.
- For more information (including a demo of how to use WOSS access "TEAMS Demonstrations" on the Bulletins page), please access the TEAMS Training Website at:

https://dphhs.mt.gov/sevp/teams/teams tools/teams tools home.htm

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